



**Nebraska Department of Roads / Nebraska's Local
Technical Assistance Program**

**Request for Proposal – 1512
Local Roads Safety Plans**

November 2015

GENERAL

In accordance with Nebraska Consultants' Competitive Negotiation Act (Neb. Rev. Stat. §81-1712), the Brooks Act (40 USC 544), and 23 CFR 172.5, the State of Nebraska, Department of Roads (NDOR), in cooperation with Nebraska's Local Technical Assistance Program (LTAP) is issuing a Request for Proposal (RFP) for **Local Roads Safety Plans** for Local Public Agencies. NDOR certified firms are invited to submit a proposal with a statement of qualifications as outlined below. The NDOR's website referred to in this document is located at <http://www.transportation.nebraska.gov/rfp/>.

The NDOR is seeking proposals from consulting engineering firms who wish to provide services to develop Local Road Safety Plans (LRSP). The LTAP will be the main point of contact on this project, working directly with the selected Consultant, the NDOR, and the applicable Counties. The County will be the applicable Engineer, Highway Superintendent, or other representative designated for this project. Federal safety funds will be used for this project.

This Request for Proposal does not commit the NDOR to pay any costs incurred in the preparation of a proposal for this request, execute an agreement, or to procure or contract for services. The NDOR reserves the right to execute agreements with more than one qualified firm, to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified firm, or to modify or cancel in part or in its entirety the Request for Proposal, if it is in the best interest of the NDOR to do so.

BACKGROUND

NDOR, in compliance with the Nebraska Strategic Highway Safety Plan (SHSP) seeks technical assistance in prioritization and deployment of safety countermeasures within various County agencies throughout the State. A detailed crash analysis performed at the County level can identify potential low cost countermeasures that, if implemented, should reduce the number of fatal and serious injury crashes occurring in the County. The intention of this RFP is to develop a Local Road Safety Plans (LRSP) for three pilot counties in Nebraska to assist these Counties in identifying corridors that may benefit from systemic, low cost safety improvements. The primary focus is to provide direction to the County in terms of prioritization of roadway safety needs within the County. Whenever possible, members of the "4 E's"; Engineering, Enforcement, Emergency Services and Education; as well as Cities in the County, should be encouraged to participate in the development of the LRSP. We believe this plan will assist the County in delivering specific roadway safety projects commensurate with the SHSP.

SCOPE

The LRSP concept is designed to build on the foundation established by the SHSP. These plans will provide the basis for systemic implementation of safety measures across the entire jurisdiction. Local jurisdictions have the flexibility to leverage the road safety planning process to

meet their specific local needs. The LRSP should be a document that identifies several proactive measures, based on current crash trends, which will increase the overall safety for roadway users. The selected consultant will develop a prioritized list of potential safety improvements and activities for the entire roadway network (including non-paved roads) or a set of roadways by route and location for each County. Development of a LRSP will be advantageous in securing future safety funds, since the systemic identification of crash problems, identified roadway risk factors, and potential countermeasures will be a focus in the foreseeable future.

The primary objectives of these efforts are to:

1. Analyze the regional crash data to determine crash patterns by location, type of crash, roadway/intersection types, and any circumstance of the crash which would lead to potential countermeasure identification. Analyze roadway characteristics to determine the risk factors associated with nominal safety design to aid in potential countermeasure identification and strategies.
2. Develop a listing of acceptable potential countermeasures through discussions with key stakeholders of each jurisdiction. Participants in these discussions should include, but not be limited to, representatives of the 4 E's – Engineering, Enforcement, Emergency Services and Education. Note: FHWA Document SA-12-017 "*Developing Safety Plans: A Manual for Local Rural Road Owners*" may be referenced.
3. Educate the stakeholders on the magnitude of the issues and the effectiveness of possible solutions. A framework for ongoing interaction between stakeholders is desirable.
4. Develop a plan which will list safety projects in a prioritized manner by route and location. The majority of the projects proposed should be systemic low cost safety projects and not reactive projects based on "black spot" analysis.
5. Develop a plan of best management practices for County forces.

Listed below are the specific tasks that will be expected from the Consultant. A detailed description of each task is provided later in this document. Applicants should review the details associated with the specific tasks and propose their approach for delivering each of these items. The timeframe for delivering this project is one year. The County will be encouraged to provide input on specific items that they believe may be delivered more effectively than proposed in the task listing.

- Task 1 – Project Management
- Task 2 – Document Review
- Task 3 – Data Collection
- Task 4 – Crash and Roadway Data Analysis
- Task 5 – Countermeasure Selection
- Task 6 – Develop Project for inclusion in the LRSP
- Task 7 – Report Development
- Task 8 – Stakeholder Outreach for NDOR

Task 1 – Project Management

This task includes the day to day operations of this contract, including timely submissions of contract documents (i.e., monthly progress reports, budget management, invoices, etc.). The project management task will also include any efforts to coordinate this project with the LTAP

Coordinator, NDOR and the County. The Consultant's project manager will work on managing roles and expectations of the County and will make sure that they actively participate in the identification of safety projects within their jurisdiction. It will be the shared responsibility of the County and the Consultant to coordinate the involvement of the local stakeholders. This task will also include the production of draft and final meeting minutes for major meetings between the Consultant, LTAP and NDOR staff.

Task 1 Deliverables – Progress reports, Invoices, Meeting Minutes to LTAP Coordinator, NDOR, and County.

Task 2 – Document Review

This task will review any pertinent documents applicable to the transportation system within each County. Listed below are areas that should be examined. If there are other local documents that are brought forward by the County, or jurisdictions within the County, they should be reviewed as part of the LRSP development.

- I. Review the current SHSP as it may apply to the individual County.
- II. Review and report possible safety research or applications of information which could be valuable to this effort. Recent research or reports may supersede or enhance the guidelines of the SHSP and should be available for discussion and consideration in any jurisdictions plans if approved by NDOR and the County.
- III. Review the County's Five Year Program, Budget, or any other document which will impact the recommendations of this plan.
- IV. Review the County's existing safety related policies and practices that are considered safety countermeasures.

Task 2 Deliverables – A technical memo summarizing a review of the above mentioned documents, with findings that may impact the final LRSP for each County.

Task 3 – Data Collection

This task will consist of the collection and organization of data for each County participating in the LRSP project. The primary data element of interest is the motor vehicle crashes and roadway data. However, the County may be aware of further data, local to the area, so the Consultant should expect to leverage whatever local data is available, to assist in the development of a comprehensive LRSP. Listed below are the expectations related to the Data Collection task.

- I. Current Crash Data - Crash data will be provided through coordination with NDOR's Traffic Engineering Division. The most recent set of ten years of crash data should be used for trend analysis, and the most recent set of five years of crash data should be used for deeper analysis in developing the LRSP. In some areas of the state, ten years of crash data will be required to adequately investigate the crash experiences before identifying potential countermeasures. NDOR will work with the consultant to identify those counties that will need ten years of crash data for analytical purposes. The consultant shall coordinate with NDOR's project manager for consultation with NDOR's Highway Safety Section in the Traffic Engineering Division to determine the availability of the most recent crash data.
- II. Roadway Data - Roadway data should be collected in coordination with the NDOR's Materials and Research Division, as well as from the County and from consultant field reviews. It may be necessary to determine various roadway characteristics in order to

realistically determine priorities. Elements such as pavement age, pavement width, superelevation, shoulder width, ADT, vertical profile, degree of curve and location will determine where certain countermeasures can be applied. Close coordination with the County will be required. Most counties should be able to provide other information, such as shoulder type, pavement markings, rumble strips/stripes, and traffic control. It is not anticipated that significant field data collection will be required. However, a sampling of roadways may be needed to get an indication of the local issues so they can be adequately documented in the final report. The Consultant should conduct a limited field review after proposed countermeasures have been identified for specific roadways.

- III. Existing Safety Countermeasures - Maps, tables or lists of locations in which low cost systemic countermeasures have already been deployed should be gathered. This data should include: location, type of treatment, date of installation, current status and any evaluation which has been done.

Task 3 Deliverables - Data collected should be summarized or listed in its entirety in an appendix of the final report.

Task 4 – Crash and Roadway Data Analysis

This task should begin by verifying that the safety strategies in the SHSP are applicable for the County being investigated. Note that this should not be a detailed investigation but should acknowledge that there has not been a major shift in crashes occurring locally and that the strategies identified in the SHSP are still appropriate. The data analysis task should address the following items:

- I. Crash data will be analyzed to determine which strategies (from the SHSP) are of greatest priority.
- II. Roadway characteristics will be analyzed to determine the risk factors associated with nominal safety design. Based upon the crash and roadway data, a list of potential countermeasures will be developed. This list should be somewhat inclusive of all possible treatments, including driver behavior modification activities. The potential crash reductions as well as the anticipated costs should be documented. Additionally, issues which may prevent implementation should be listed.

Task 4 Deliverables - Memo or report to NDOR/LTAP summarizing the data analysis. This information must be approved by NDOR and the County prior to beginning with Task 5; it is suggested that a brief project manager meeting be held to facilitate the review of the data analysis results. A summary or detailed report of the data analysis should be contained in the final report and/or appendices for each LRSP.

Task 5 – Countermeasure Selection

This task focuses on leading a formal workshop to gather input from the stakeholders on what potential countermeasures should be considered for deployment based on the type of crashes occurring locally. The consultant will develop and lead a workshop with representatives of stakeholders as determined by consultation with the County. It is recommended that this group be selected based on the guidance in the primary objectives. The purpose of the workshop is to educate stakeholders on the issues, present the results of the data analysis, and get input on acceptable countermeasures and strategies. There may be opportunities for inclusion of additional countermeasures or the deletion of suggested countermeasures that are considered infeasible.

Based on the analysis and feedback from the workshops, the Consultant will draft a set of



acceptable countermeasures that were generated from the stakeholder input. The primary focus of this task is the development of a prioritized list of engineering countermeasures that will be the basis for projects developed within the final report. However, the other safety countermeasures supported by the stakeholder input should be documented and included within the final report. This provides a basis for non-engineering projects to be developed for implementation through a separate effort external to this scope of work should the State/County choose to pursue this option at a later date.

For the purpose of preparing a response to this RFP, the Consultant can assume that for each County, no more than two workshops will be required. Other forms of communication will be necessary in addition to the two workshops. NDOR, LTAP, the County, and consultant project manager shall work together to determine the appropriate number of workshops, conference calls, face to face meetings, and/or webinars. NDOR believes there are valuable partnerships and education that occurs during these workshops, therefore the consultant project manager will need to get approval from NDOR before agreeing to a reduced number of workshops.

Task 5 Deliverables – A memo or report indicating the prioritized listing of safety countermeasures. NDOR, in consultation with LTAP and the County, shall approve the listing of countermeasures to ensure that they are commensurate with the intent of the SHSP, Manual on Traffic Control Devices (MUTCD), and other design standards as appropriate. These items should be included in the final report for each County. Finally, the workshop attendees, a summary of the minutes of the workshop, and any handouts should be included in the final report.

Task 6 – Develop Projects

Based on the analysis and feedback at the workshop, the consultant will draft a set of acceptable countermeasures for further analysis and consideration by the County. The consultant will then work with the County, and when appropriate, other stakeholders, to identify suitable roadways for deployment of the prioritized countermeasures. The methodology that was used to determine the prioritized listing of locations should be documented and included in the final report. The expectation is that not all roadways within the county will be recommended for any one countermeasure. Instead, the major focus of this task is selecting the correct countermeasures for the correct roads to address specific crash characteristics that were discovered through the data analysis.

The recommended projects should take into consideration fiscal constraints and limitations associated with the acceptable deployments within the county road network – projects that have high unit costs or low probability of implementation can be noted in the final report but should not be included in the final project listing.

NDOR believes that there are several opportunities to identify and program low cost systemic projects throughout an entire jurisdiction. However, the end user of the road safety plan will be the county engineering/superintendent staff. The consultant will be expected to develop a final report that meets the needs of the county staff while supporting the principles established by the SHSP, and the associated data analysis conducted under this agreement. A small number of reactive projects or “black spot” locations may be identified for consideration in the final report. However, the applicant is not expected to calculate any benefit cost ratio associated with any reactive project.

Task 6 Deliverables – A memo or report detailing specific locations of potential projects. This report should clearly identify the beginning and ending points of each project, the type of safety



improvement, and estimated costs. Additionally, the methodology for how the projects were selected should clearly be identified. This memo/report should be included in the final LRSP for each county.

Task 7 – Final Local Road Safety Plans

The services to compose the final LRSP's will be performed in Tasks 2-6, combined. Each county shall receive one hard copy and an electronic copy of the final report. NDOR and LTAP shall receive an electronic copy of each county final report for their records. The report should identify the crash characteristics, data gathering, data analysis, countermeasure prioritization, and proposed projects that were determined through this formal planning process. The report should also document the individuals who participated in the development of the LRSP.

The reports should include the following sections:

- I. Introduction – what is the vision?
- II. Background – what is the County already doing well?
- III. Comprehensive Crash Analysis – analysis by regions
- IV. Safety Emphasis Areas – the 4 E's, broken out by types
- V. Safety Strategies – proven and recommended strategies, engineering and behavioral (examples: impaired, young drivers, run off road crashes, specific corridors, optimum enforcement hours, safety education themes)
- VI. Implementation Plans and Best Practices – include template press release for radio, newspaper, and the different types of mitigations proposed in the LRSP

The Detailed Crash Analysis for each County will be submitted to NDOR separately from the LRSP due to confidential information per Federal Law 23 U.S.C. §409.

The Counties are encouraged to propose additional tasks or activities if they will improve the results of the project. The Consultant will also provide a simplified and generalized version of the LRSP, noting specific local safety concerns, resultant emphasis areas and recommended safety strategies. Effectiveness and success of those strategies should be emphasized, and a positive reference toward the end result of promoting public safety through projects, public awareness and the involvement of all should be stated. This document should be provided in electronic

format to the County. A Microsoft PowerPoint presentation format should be provided as well. This document would be similar to an Executive Summary, intended to be shared with local elected officials, residents, or the media.

Task 8 – Stakeholder Outreach for NDOR

At or near the completion of the Final Local Road Safety Plans, the selected Consultant may be required to present an overview of the project to local stakeholders across the State of Nebraska per the request of the NDOR. The selected Consultant would be required to give a presentation of the overall process to local stakeholders as determined by the NDOR. The Consultant will be required to generate a visual presentation and handouts for the meeting. Travelling to the designated meeting and answering follow-up questions from local officials will be part of this task. It is anticipated that up to 2 meetings will be scheduled as part of the initial agreement. Any additional meetings would be supplemented at a later date.



DETAILS

It is anticipated that one (1) Consultant will be awarded the contract for this work. Typical contract agreements may be Cost Plus Fixed Fee, Lump Sum, or Established Rates of Compensation.

The NDOR reserves the right to abandon or terminate any contract at any time and either re-advertise services or utilize its own forces. The NDOR also reserves the right to accomplish services for future phases on all the above projects with the selected consultant, select another consultant, or utilize its own forces.

A minimum of three (3) consulting firms will be short-listed for interviews. The evaluation criteria to be used for the short-listing and final selection are outlined below.

EVALUATION CRITERIA

Short List (100 pts)

1. The qualifications and experience of key personnel (20 pts)
2. Specialized expertise, capabilities, and technical competence as demonstrated by the Consultants' background and experience with similar work, and ability and experience in handling projects with similar constraints (20 pts)
3. Project understanding, technical competence and expertise demonstrated by the Consultants (20 pts)
4. Proposed approach, methodology, and work plan (20 pts)
5. Past performance/references (10 pts)
6. The availability of personnel and other resources to perform the work within the specified time limit (10 pts)

Final Selection (100 pts)

1. The qualifications and experience of key personnel (20 pts)
2. Specialized expertise, capabilities, and technical competence as demonstrated by the Consultants' background and experience with similar work, and ability and experience in handling projects with similar constraints (20 pts)
3. Project understanding, technical competence and expertise demonstrated by the Consultants (20 pts)
4. Proposed approach, methodology, and work plan (20 pts)
5. The availability of personnel and other resources to perform the work within the specified time limit (10 pts)
6. Quality of interview presentation and answers to selection committee's questions (10 pts)

SCHEDULE OF ACTIVITIES

Schedule of Activities	Date (2015)	Time (CST)
RFP Posted	November 11, 18, 25	
Final Updates to RFP	November 25	5:00 PM
DR Form 497 on File at NDOR	November 25	5:00 PM
Drug-Free Workplace Policy on File	November 25	5:00 PM
Proposals Due	December 9	5:00 PM
Short-List Firms	December 23	5:00 PM
Interview	January 20	1:30 – 3:00
Post Final Selections	January 22	5:00 PM

INSTRUCTIONS

Inclusion of a Disadvantaged Business Enterprises is not a requirement in the selection of a project team.

Please do not call or write NDOR staff for information regarding the services in this RFP. Email all inquiries/questions to Randy Eldorado, Consultant Services Engineer, at: randy.eldorado@nebraska.gov or call (402)479-4778.

The NDOR will not hold a briefing. All project related information is contained within this RFP and on the NDOR's website. If additional information is deemed necessary, it will be posted on the same web page as this RFP and will be labeled as "Update." Firms interested in this RFP are responsible for checking for updated information. No updates will be posted after **November 25, 2015**.

Other relevant information on NDOR's web site includes the following:

1. [Standard PE Agreement](#)
2. [Drug Free Workplace Policy Example](#)
3. [DR Form 498, "Architect, Engineer, & Related Services Supplement to Statement of Qualifications"](#)

Interested firms must have a current [DR Form 497, "Architect, Engineer, and Related Services Certification Form"](#) on file with the NDOR prior to **November 25, 2015**.

While the "Drug-Free Workplace Policy" is not a submittal requirement, all firms must have an acceptable "Drug-Free Workplace Policy" on file prior to **November 25, 2015**.



SUBMITTAL OF PROPOSALS

Submittals are to include the following in the order given below:

1. Front cover to include the Prime Consultant, Sub-consultants (if applicable), and title of project/service.
2. A letter of interest not to exceed one (1) page.
3. Organizational Chart not to exceed one (1) page.
4. A narrative responding to the established evaluation factors not to exceed ten (10) pages.
5. A maximum of ten (10) pages of additional supportive material such as charts, tables, resumes, or photos.
6. DR Form 498 not to exceed six (6) pages for the prime Consultant and six (6) pages for each sub-consultant. A separate DR Form 498 must be submitted for each sub-consultant to be used.
7. A Conflict of Interest Disclosure Form for the prime consultant and any subconsultants.
8. Proof of Insurance for the prime consultant and any subconsultant.

Additional submittal requirements are:

1. All material in the submittal must be on 8½ x 11 paper printed on one (1) side, single or double spaced.
2. Submittal covers and dividers between the sections are allowed and not included in the page limit.
3. Fold-out pages are not allowed.
4. Submittals are to be stapled in the upper left corner. No 3-ring binders.

Six (6) paper copies and one (1) electronic PDF copy on a CD of the submittal must be sent to the following:

Consultant Services Engineer
Nebraska Department of Roads
Planning and Project Development Division
1500 Highway 2
PO Box 94759
Lincoln NE
PO Box ZIP Code: 68509-4759 Shipping ZIP Code: 68502



All information must be received by 5:00 p.m. on December 9, 2015 (more time allowed due to holidays). No exceptions to this deadline will be given.

INTERVIEWS

The short-listed firms will be notified by telephone of the interview time and duration. Interviews will be capped at 30 minutes max, followed with 10 minutes of questions by selection committee members and answers by the consultant. The NDOR will provide the short-listed firms with any prepared questions or topics to be addressed during the interview.

The NDOR will make every effort to post the short-listed firms and the interview schedule on the NDOR's website by **5:00 p.m. on December 23, 2015**.

The NDOR's selection committees will conduct interviews with the short-listed firms on **January 20, 2016**, in the afternoon, at the Department of Roads, Central Complex, Highway Commission Room 103, 1500 Highway 2, Lincoln, Nebraska.

Upon completion of all the interviews and Director approval, the selected firms will be notified by telephone. The NDOR will make every effort to post the final selections on the NDOR's website by **5:00 p.m. on January 22, 2016**.

Kyle Schneweis, PE, Director
Nebraska Department of Roads

EQUAL OPPORTUNITY EMPLOYER